

**U.S. DEPARTMENT OF ENERGY**  
**NEVADA OPERATIONS OFFICE**

**ORDER**

NV O 442.1

Approved: 12-13-00  
Review Date: 12-13-02  
Expires: 12-13-04

**EMPLOYEE CONCERNS  
PROGRAM**

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**INITIATED BY:**  
**Safeguards & Security Division**

## EMPLOYEE CONCERNS PROGRAM

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1. OBJECTIVE. This Order supplements and is to be used in conjunction with DOE O 442.1, DEPARTMENT OF ENERGY EMPLOYEE CONCERNS PROGRAM, dated 2-1-99. It establishes additional responsibilities for the Department of Energy (DOE) Nevada Operations Office (DOE/NV).
2. CANCELLATION. None.
3. APPLICABILITY. The provisions of this Order apply to all DOE/NV organizational elements.
5. RESPONSIBILITIES.
  - c. Employee Concerns Program (ECP) Manager.
    - (13) Develops procedures for initial reporting of concerns.
    - (14) Implements procedures for gathering and compiling statistical data on all types of concerns from various programs at DOE/NV, including "Lessons Learned" data.
    - (15) Utilizes existing "Hot Line" procedures.
    - (16) Handles all employee concerns consistent with operational procedures.
  - f. DOE/NV Manager.
    - (1) Maintains overall responsibility and authority for the ECP for DOE/NV.
    - (2) Appoints Employee Concerns Review Panel to review selected employee concerns and issues.
  - g. Director, Safeguards & Security Division (SSD). Administers ECP program at the DOE/NV.
  - h. DOE/NV Principal Staff.
    - (1) Ensures that "special" concerns voiced within their areas of responsibility, while handled separately, are reported through the ECP generically for statistical and lessons learned requirements.

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- (2) Annually notifies employees of their responsibility to report allegations or incidents of fraud, waste, or abuse; security and environment; safety and health concerns; and mismanagement of DOE and contractor managed activities.

### 6. REFERENCES.

- j. DOE O 442.1 DEPARTMENT OF ENERGY EMPLOYEE CONCERNS PROGRAM, dated 2-1-99.
  - k. NV Order 3790.1C, FEDERAL EMPLOYEES OCCUPATIONAL SAFETY AND HEALTH PROGRAM, dated 5-24-00.
8. CONTACT. Questions concerning this Order should be addressed to SSD at (702) 295-7843.



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Manager